

## **Historic, Archive Document**

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1.9422  
A 2 P 942  
Cap 2

: UNITED STATES DEPARTMENT OF AGRICULTURE  
: Production and Marketing Administration  
: Washington 25, D.C.  
:  
: NUMBER 226 May 15, 1950

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PMA PROCEDURE TRANSMITTAL AND CHECK SHEET

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NOTICES

ADMINISTRATIVE  
NOTICE NO. 167  
5-5-50

MILEAGE ALLOWANCE IN LIEU OF COMPARATIVE COST BASIS FOR TRAVEL BY PRIVATELY-OWNED AUTOMOBILE: This notice authorizes the allowance of four cents per mile for use of privately-owned automobile in lieu of reimbursement on a comparative cost basis effective July 1, 1950. DISTRIBUTION: A, B. (Distributed separately)

NEW AND REVISED INSTRUCTIONS

104.1  
EXHIBIT A  
1-4-50  
Change on  
Page 1

DIRECTORY OF PMA EMPLOYEE AWARDS COMMITTEES: Cross out the Employee Awards Committee listed for the Office of Administrative Services and insert the following members:

J. P. Haughey, Chairman	H. A. Huber
M. D. Kimball	F. X. Brady
C. E. Wylie	J. L. Talbert
A. A. Rosenfeld	S. T. Brewer

DISTRIBUTION: A, B

216.1  
Revised  
4-26-50

CANCELLATION OF PULLMAN AND AIR LINE RESERVATIONS SECURED IN EXCHANGE FOR GOVERNMENT TRANSPORTATION REQUESTS: Revised to consolidate and bring up-to-date instructions covering the cancellation of pullman and air line travel reservations. Remove 216.1 dated 11-12-46 and 216.3 dated 3-3-47 from the manual and insert 216.1 dated 4-26-50. DISTRIBUTION: A, B. (Distributed Separately)

218.1  
9-22-49  
Change on  
Page 10 dated  
4-11-50

PREPARATION AND SUBMISSION OF TRAVEL REIMBURSEMENT VOUCHERS: On page 10 dated 4-11-50, second line, delete the last two words, "or approved". Allowance of per diem on board ship must be specifically authorized and is not subject to approval. DISTRIBUTION: A, B.

451.1  
4-14-50  
Change on  
Page 4

PRINTING AND DUPLICATING - WASHINGTON OFFICES: On page 4, paragraph VI B, 8th line, strike out the sentence "Quantities ordered (to be printed from original type) shall not be less than 4,000 copies and must be in multiples of 4,000." Also, on the 11th line, strike out the phrase "or orders for less than 4,000." DISTRIBUTION: A - B Washington.

OBSOLETE INSTRUCTIONS

216.3  
3-3-47 CANCELLATION OF TRAVEL RESERVATIONS ON COMMERCIAL AIR LINES: The provisions of this instruction have been included in 216.1 dated 4-26-50. Remove 216.3 from the manual. DISTRIBUTION: A, B.

CORRECTION TO PT NO. 223

139.1  
7-14-49 REPORTS OF MAN-MONTHS AND OTHER OBJECTS BY WORK PROGRAMS: The revised page 8 is a revised page of the instruction while revised pages 3 and 4 are revised Exhibit A pages.  
Revised Page 8  
4-6-50  
and  
EXHIBIT A  
Revised  
pages 3 & 4  
4-6-50

FORMS MANUAL INSERTIONS

TABLE OF  
CONTENTS  
5-9-50 The revised Table of Contents- Forms Manual is a combination of the presently published Table of Contents for A and B Manual holders. "A" manual holders, remove the "Table of Contents- Forms Manual A" dated 4-12-48, and "B" manual holders, remove the "Table of Contents - Forms Manual B" dated 4-12-48, and insert the revised Table of Contents- Forms Manual A and B, dated 5-9-50. DISTRIBUTION: A, B. (Distributed Separately).

PMA 291 WEEKLY PERFORMANCE REPORT - Remove the forms manual insertion for this form dated 10-2-46 and insert the attached revised insertion dated 4-10-50. Procedure covering use 618.1. DISTRIBUTION: A, B.

TW-43 SAMPLING REPORT: This form replaces SS-43. Remove the forms manual insertion for Form SS-43 and insert the forms manual insertion for Form TW-43 dated 4-24-50. DISTRIBUTION: A-06, 09, 11, 12, 13, 15, 18, 19, 22, 27, 30, 32, 34. (Distributed Separately)

OBSOLETE FORMS

A list of obsolete forms dated May 15, 1950 is being distributed with this PT for addition to the "Obsolete Forms Supplement 1" dated February 15, 1950. DISTRIBUTION: A, B.

Form PMA-291 (11-2-44) U. S. DEPARTMENT OF AGRICULTURE PRODUCTION AND MARKETING ADMINISTRATION		BUDGET BUREAU NO. 40-R735.5 APPROVAL EXPIRES DECEMBER 31, 1952		
<b>WEEKLY PERFORMANCE REPORT</b>		1. DATE		
		2. REPORT NO.		
		3. CONTRACT NO.		
		4. PERIOD OF REPORT		
		FROM TO		
		5. COMMODITY		
		6. NAME AND ADDRESS OF CONTRACTOR		
I. RAW COMMODITY RECEIVED (Do not include cars on track)				
ITEM		POUNDS		
7. BROUGHT FORWARD FROM LAST WEEKS REPORT (Item 9)				
8. RECEIVED IN PLANT THIS WEEK				
9. TOTAL AMOUNT RECEIVED TO DATE (Items 7 + 8)				
II. ACCOUNTED FOR				
SHIPMENTS	ITEM	TYPE AND SIZE OF CONTAINER	LBS. THIS WEEK (a)	LBS. TO DATE (b)
	10a. SHIPMENTS (packaged or processed)			
	b. SHIPMENTS (packaged or processed)			
	c. SHIPMENTS (packaged or processed)			
	11. SHIPMENTS OF RAW COMMODITY REJECTED			
12. TOTAL SHIPMENTS (Items 10a, b, c + 11)				
ON HAND	TYPE & SIZE OF CONTAINER			
	13a. AWAITING SHIPMENT (packaged or processed)			XXXX
	b. AWAITING SHIPMENT (packaged or processed)			XXXX
	c. AWAITING SHIPMENT (packaged or processed)			XXXX
	14. HELD AWAITING INSTRUCTIONS (Explain in "Remarks")			XXXX
	15. RAW COMMODITY FOR PACKAGING OR PROCESSING			XXXX
	16. RAW COMMODITY REJECTED, AWAITING DISPOSITION			XXXX
17. TOTAL ON HAND (Items 13a, b, c + 14 + 15 + 16) (Enter Total in Cols. a & b)				
18. TOTAL ACCOUNTED FOR (Items 12 + 17)				
19. ITEM 9 MINUS ITEM 18 (indicate plus or minus)		XXXX		
20. SALVAGED WASTE MATERIAL SHIPPED				
21. SALVAGED WASTE MATERIAL ON HAND				
22. REMARKS				
The above is correct to the best of my knowledge and belief.				
23. DATE		24. INSPECTOR, PMA		
		25. CONTRACTOR'S REPRESENTATIVE		

FORM NUMBER: PMA-291  
 TITLE: WEEKLY PERFORMANCE REPORT

ACTUAL SIZE: 8" X 10½"  
 PRINTED: 1 sheet, both sides.

PREPARATION: By packaging or processing contractor, in original and 5 copies.  
 DISTRIBUTION: Contractor retains 1 copy and unless otherwise specified by contracting officer sends original and 1 copy to contracting officer, 3 copies to appropriate PMA Commodity Office. Contracting officer (if he is located in the field) sends 1 copy to Washington office of his branch.

PROCEDURE COVERING USE: 618.1

DISTRIBUTION: A, B  
 4-10-50



Form PMA-291 (11-2-48)

## 26. RECEIPTS OF RAW COMMODITY

DATE REC'D (a)	CAR NO. (b)	ORDER NO. (c)	VENDOR CONTRACT NO. (d)	NET POUNDS (e)

## 27. SHIPMENTS FROM PLANT OF PROCESSED OR PACKAGED COMMODITY

DATE SHIPPED (a)	CAR NO. (b)	ORDER NO. (c)	CONSIGNEE (d)	NET POUNDS (e)

## 28. SHIPMENT FROM PLANT OF REJECTED COMMODITY

DATE SHIPPED (a)	CAR NO. (b)	ORDER NO. (c)	CONSIGNEE (d)	NET POUNDS (e)

## 29. CARS OF RAW COMMODITY ON TRACK

CAR NO. (a)	DATE ARRIVED (b)	CAR NO. (c)	DATE ARRIVED (d)

## OBSOLETE FORMS

THE FOLLOWING FORMS HAVE BEEN DECLARED OBSOLETE AND SHOULD BE ADDED TO "OBSOLETE FORMS - SUPPLEMENT 1".

OBSOLETE FORM	TITLE	SUPERSEDED BY
AD-547	Request for Disposition of Inactive Records	PMA-536
AD-548	Records Inv. Appr. & Disp. Work Sheet	PMA-536
AMA-10(Fed.) Non-carbon sets	Inspection Certificate (Do not destroy any carbon interleaved sets (snap-outs))	AMA-10(Fed.) or FDA-10 Fed. carbon sets
*Commodity Loan 4 (Undated)	County Office Record of ____ Loan Certified	Commodity Loan Form 4(3-1-50)
*ECA-8	Increase in Small Payments ACP	ACP-214
FDA-10(Fed.) Non-carbon sets	Inspection Certificate (Do not destroy any carbon interleaved sets (snap-outs))	FDA-10(Fed.) carbon sets
*FP-54(7-9-48)	Delivery Order	FP-54(2-3-50)
FV-218(10-15-48)	Monthly Report	FV-218(9-8-49)
*GR-275(7-22-48)	Rice Inspection Certificate	GR-275(2-1-50)
LS-181	License Certificate	
LS-195	Registrations at Posted Markets	
*MF-12	Check Sheet (Note: Do not dispose of the preceding white OMS-126's that match new TW-20 but do not match MF-12)	TW-20
*PAC-101-1	PACA Reparation Card	FV-439
SS-8	Correction in Government Bill of Lading	TW-8
SS-56	Transportation Voucher Index	
SS-62	Reconsignment Order Record	
SS-64	Overage File	

\* If an asterisk (\*) precedes the form number, stocks of the form are to be used up. Otherwise, stocks are to be disposed of in accordance with PMA Instruction 436.1. If a date follows the number in the first column, do not dispose of any stocks dated later than that date.

